

COMMUNICATIONS MAINTENANCE CONTROL
Combat Readiness Training Center (CRTC)

1. **Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks in the work center description at attachment 1 for the Communications Maintenance Control function of the CRTC.
2. **Authority.** AFMAN 23-110, *USAF Supply Manual*, formerly 67-series, of Air Force directives contain policy and procedural guidance for the Communications Maintenance Control function. This ANGMS has been developed in accordance with functional review procedures outlined in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.
3. **Applicability.** This standard applies to the Combat Readiness Training Centers located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS only. This standard applies to peacetime operations only.
4. **Standard Data:**
 - a. Classification. Type III.
 - b. Approval Date. 2 February 1993.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factor. N/A.
5. **Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
6. **Statement of Conditions.** The conditions listed below had no effect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

- 2 Attachments
1. Work Center Description
 2. Standard Manpower Table

OPR: ANGRC/XPME (Ms. D. Reamy)

Certified by: NGB/CF (Col P. S. Kimmel)
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WORK CENTER DESCRIPTION**Communications Maintenance Control****DIRECT:****1. JOB CONTROL:****1.1. PROCESSES UNSCHEDULED MAINTENANCE SERVICE CALL:**

1.1.1. RECEIVES SERVICE CALL REQUEST. Determines if the work described is the responsibility of the maintenance organization, determines priority, and assigns a job control number (JCN).

1.1.2. PREPARES JOB STATUS DOCUMENT (JSD). Annotates JSD with information necessary to assist and expedite maintenance production.

1.1.3. ASSIGNS JOB TO WORK CENTER PERSONNEL. Notifies work center and directs maintenance.

1.1.4. ASSIGNS JOB TO CONTRACTOR. Notifies contractor and monitors maintenance.

1.1.5. MAINTAINS STATUS AND MONITORS JOB PROGRESS:

1.1.5.1. MAINTAINS STATUS BOARD. Posts and updates status board with information required to control and direct the maintenance effort.

1.1.5.2. MAINTAINS JOB STATUS DOCUMENT. Records on JSD updated information necessary to assist and expedite maintenance production.

1.1.6. COORDINATES CHANGE IN SUPPORT OF MAINTENANCE EFFORT:

1.1.6.1. ADVISES THE CHIEF OF MAINTENANCE. Advises the Chief of Maintenance upon equipment status change.

1.1.6.2. COORDINATES EQUIPMENT OR FACILITY STATUS. Coordinates with affected agency on status change.

1.2. PROVIDES SCHEDULED MAINTENANCE SERVICE:

1.2.1. DETERMINES SCHEDULED MAINTENANCE ACTION. Identifies scheduled maintenance action requiring job control action.

1.2.2. DISPATCHES MAINTENANCE PERSONNEL. Coordinates with the appropriate work center and directs the start of work.

1.2.3. PREPARES JOB STATUS DOCUMENT. Annotates on JSD information necessary to expedite maintenance production.

1.2.4. MAINTAINS STATUS AND MONITORS JOB PROGRESS:

1.2.4.1. MAINTAINS STATUS BOARD. Posts and updates status board with information required to control and direct the maintenance effort.

1.2.4.2. MAINTAINS JOB STATUS DOCUMENT. Records on JSD updated information necessary to assist and expedite maintenance production.

1.2.5. COORDINATES CHANGE IN SUPPORT OF MAINTENANCE ACTION:

1.2.5.1. ADVISES THE CHIEF OF MAINTENANCE. Advises the Chief of Maintenance upon equipment status change.

1.2.5.2. COORDINATES EQUIPMENT OR FACILITY STATUS. Coordinates with affected agency on change in equipment or facility status.

1.3. REQUESTS MAINTENANCE ASSISTANCE. Requests assistance from internal or external agency.

1.4. MONITORS VEHICLE STATUS. Monitors status of vehicle permanently assigned to the maintenance complex.

1.5. MAINTAINS TECHNICIAN STATUS. Maintains status of technician availability.

1.6. DIRECTS AND CONTROLS CANNIBALIZATION. Prepares AFTO Form 349, Maintenance Data Collection Record. Calls Base Supply to ensure that part is not available, requests approval of maintenance control supervisor for cannibalization, and suspenses so that when parts are received a job will be scheduled to reinstall parts to original equipment. Closes AFTO Form 349 for cannibalization action and forwards AFTO Form 349 and JSD to Plans and Scheduling.

1.7. MAINTAINS MASTER STATION LOG. Maintains log on equipment status and significant event.

1.8. CONTROLS VEHICLE. Monitors and conducts study of vehicle utilization; rotates vehicle; justifies vehicle; requests temporary vehicle; controls driver licensing; conducts vehicle care briefing; conducts inspection; coordinates with base motor pool on vehicle maintenance; monitors fuel consumption; maintains and control credit card; servo-plate, and vehicle supplies; and attends Vehicle Control Officer (VCO) meeting.

1.9. ENSURES PLANNING AND SCHEDULING:

1.9.1. PREPARES AND DISTRIBUTES MAINTENANCE PLAN:

1.9.1.1. PREPARES MAINTENANCE PLAN:

1.9.1.1.1. REVIEWS INPUT.

1.9.1.1.2. DETERMINES CONTRACT REQUIREMENT.

1.9.1.1.3. DETERMINES IN- HOUSE REQUIREMENT.

1.9.1.1.4. ORGANIZES FINAL REPORT.

1.9.1.2. COORDINATES AND DISTRIBUTES PLAN:

1.9.1.2.1. COORDINATES PLAN. Coordinates plan with Chief of Maintenance and other staff agency.

1.9.1.2.2. DISTRIBUTES PLAN.

1.9.1.3. REVIEWS DEVIATION. Reviews Maintenance Plan deviation to improve planning effectiveness.

1.9.1.4. DETERMINES MAINTENANCE ASSISTANCE REQUIREMENT. Assists in the development and coordination of maintenance assistance requirement (TO 00-25-108).

1.9.2. DOCUMENTS TIME COMPLIANCE TECHNICAL ORDER (TCTO) ACTION. Initiates and documents TCTO processing and reporting. Prepares job status document and places in deferred file. Prepares AFTO Form 349 (two copies), holds one copy for suspense of action, and forwards one copy to inform work center of required action.

1.9.3. CONTROLS IDENTIFICATION (ID) NUMBER. Develops, assigns, and maintains a list of equipment ID numbers and local serial numbers.

1.9.4. PREPARES OR MAINTAINS PREVENTIVE MAINTENANCE INSPECTION (PMI) SCHEDULE:

1.9.4.1. PREPARES PMI SCHEDULE. Prepares the master preventive maintenance inspection schedule.

1.9.4.2. ANNOTATES PMI SCHEDULE. Annotates PMI schedule with JCN and forwards to applicable work center.

1.9.4.3. DOCUMENTS COMPLETED PMI. Annotates master PMI roster to show completion of PMIs not controlled by job status document.

1.9.5. MAINTAINS COMPLETED JOB FILE. Maintains a completed job status document file.

1.10. SUPPLY:

1.10.1. ESTABLISHES SUPPLY LEVEL:

1.10.1.1. REVIEWS LIST. Reviews list submitted by work center supervisors to establish, add, or delete item from bench stock.

1.10.1.2. PREPARES BIN LABEL. Provides maintenance with a bin label format explanation sheet for each bench stock location.

1.10.1.3. REQUESTS ESTABLISHMENT. Submits correspondence to base supply to establish bench stock, special level, and supply point.

1.10.1.4. REVIEWS FOR SPECIAL LEVEL. Reviews list of items assigned ERR, XD, XF, and XB codes for possible establishment of a special level in conjunction with work center supervisor.

1.10.1.5. FOLLOWS UP REQUEST. Follows up on special level request with base supply.

1.10.1.6. PURGES FILE. Purges the completed AF Form 1996, Adjusted Stock Level, file against special level review list.

1.10.1.7. VERIFIES DEMAND LEVEL. Obtains computer inquiry and verifies demand level prior to submitting AF Form 1996.

1.10.2. MAINTAINS SUPPLY PUBLICATION FILE:

1.10.2.1. ORDERS PUBLICATION. Coordinates with administrative personnel to order publication.

1.10.2.2. MAINTAINS FILE. Files and updates publication, table of allowances, and microfiche.

1.10.3. REQUISITIONS PART:

1.10.3.1. ORDERS PART. Researches publication or catalog, completes applicable requisition form, delivers completed form to base supply, and picks up delivered part when appropriate.

1.10.3.2. PERFORMS TURN-IN PROCEDURE FOR REPAIR CYCLE ASSET. Completes AF Form 2005 and completes appropriate serviceable tag and turns in to base supply.

1.10.3.3. INVESTIGATES SOURCE. Investigates local source of supply prior to verifying priority request to demand processing.

1.10.4. MAINTAINS MISSION CAPABILITY (MICAP) LIAISON. Screens the priority Monitor Report (D18). Checks for the correct UJC and FAD codes to ensure reportable MICAP end items are listed.

1.10.5. PROVIDES SUPPLY GUIDANCE. Provides guidance and assistance to supported work center on appropriate supply procedures.

1.10.7. OPERATES TOOL CRIB:

1.10.7.1. MAINTAINS ITEM LISTING. Posts item identification and location list.

1.10.7.2. ORDERS TOOL.

1.10.7.3. INVENTORIES TOOL CRIB.

1.10.7.4. ISSUES TOOL. Prepares AF Form 1297, Temporary Issue Receipt.

1.10.7.5. RECEIVES TOOL. Receives tool, stores in proper location, and returns Temporary Issue Receipt.

1.10.8. COORDINATES PRECISION MEASUREMENT EQUIPMENT (PME) MAINTENANCE:

1.10.8.1. NOTIFIES WORK CENTER OF PME REQUIRING SERVICE.

1.10.8.2. RECEIVES, REVIEWS, AND INVENTORIES PME ITEM FOR SHIPMENT.

1.10.8.3. LOADS PME INTO TRANSPORT VEHICLE.

1.10.8.4. TRANSPORTS PME TO PME LABORATORY.

1.10.8.5. UPDATES PME LISTING UPON RETURN OF ITEM FROM PME LABORATORY.

1.10.8.6. NOTIFIES WORK CENTER THAT PME IS AVAILABLE FOR PICKUP.

1.10.9. REVIEWS LISTING. Reviews various report or listing received from base supply and forwards to interested agency.

2. QUALITY CONTROL:**2.1. IMPLEMENTS AND MANAGES THE MAINTENANCE STANDARDIZATION AND EVALUATION PROGRAM:**

2.1.1. SCHEDULES INSPECTION/EVALUATION. Determines inspection/evaluation requirement and coordinates inspection/evaluation schedule.

2.1.2. PREPARES FOR INSPECTION/EVALUATION. Coordinates with appropriate agency, researches documentation, gathers material, and makes travel arrangements.

2.1.2.1. PREPARES FOR TECHNICAL INSPECTION.

2.1.2.2. PREPARES FOR ACTIVITY INSPECTION.

2.1.2.3. PREPARES FOR PERSONNEL EVALUATION.

2.1.2.4. PREPARES FOR SPECIAL TECHNICAL INSPECTION.

2.1.2.5. PREPARES FOR SPECIAL ACTIVITY INSPECTION.

2.1.2.6. PREPARES FOR SPECIAL PERSONNEL EVALUATION.

2.1.3. PERFORMS INSPECTION/EVALUATION. Provides inbrief; inspects performance standard, equipment, and management effectiveness; observes and evaluates task preparation, task performance, and post task performance.

2.1.3.1. PERFORMS TECHNICAL INSPECTION.

2.1.3.2. PERFORMS ACTIVITY INSPECTION.

2.1.3.3. PERFORMS PERSONNEL EVALUATION.

2.1.3.4. PERFORMS SPECIAL TECHNICAL INSPECTION.

2.1.3.5. PERFORMS SPECIAL ACTIVITY INSPECTION.

2.1.3.6. PERFORMS SPECIAL PERSONNEL EVALUATION.

2.1.4. ACCOMPLISHES POST INSPECTION/EVALUATION REQUIREMENT. Outbriefs work center supervisor, validates deficiency noted, recommends appropriate change, identifies commendable item, and turns in vehicle radio.

2.1.4.1. ACCOMPLISHES POST TECHNICAL OR SPECIAL TECHNICAL INSPECTION REQUIREMENT.

2.1.4.2. ACCOMPLISHES POST ACTIVITY OR SPECIAL ACTIVITY INSPECTION REQUIREMENT.

2.1.4.3. ACCOMPLISHES POST PERSONNEL OR SPECIAL PERSONNEL EVALUATION REQUIREMENT.

2.1.5. DOCUMENTS INSPECTION OR EVALUATION. Prepares inspection or evaluation report, updates inspection or evaluation schedule, generates other input, and accomplishes follow-up action.

2.1.5.1. DOCUMENTS ROUTINE OR SPECIAL TECHNICAL INSPECTION.

2.1.5.2. DOCUMENTS ACTIVITY INSPECTION PERSONNEL EVALUATION.

2.1.5.3. DOCUMENTS ROUTINE OR SPECIAL PERSONNEL EVALUATION.

2.2. PERFORMS DEFICIENCY TREND ANALYSIS AND REPORTING:

2.2.1. PERFORMS DEFICIENCY TREND ANALYSIS:

2.2.1.1. GATHERS DATA. Gathers and reviews applicable documentation.

2.2.1.2. ANALYZES DATA. Identifies deficiency, determines cause of deficiency, and formulates possible corrective action.

2.2.1.3. WRITES REPORT. Drafts result of data gathered and analyzed and documents and forwards result.

2.2.1.4. ACCOMPLISHES FOLLOW-UP ACTION. Monitors training progress, Material Deficiency Report, or other report for necessary follow-up action.

2.2.2. MANAGES SELF-SUFFICIENCY PROGRAM:

2.2.2.1. PROCESSES NOT REPARABLE THIS STATION (NRTS) VALIDATION. Maintains and reviews NRTS action register, worksheet and file; inspects asset proposed for NRTS action; reviews Maintenance Data Collection documentation and/or other source documents to validate NRTS requirement.

2.2.2.2. PROCESSES AFTO FORM 135, SOURCE MAINTENANCE, AND RECOVERABILITY CODE CHANGE REQUEST. Receives, validates, logs, forwards, and follows-up on documentation.

2.2.3. PROCESSES MATERIEL DEFICIENCY REPORT (MDR), REPORT OF DISCREPANCY (ROD), AND PRODUCT IMPROVEMENT REPORT (PIR). Reviews and validates MDR, ROD, and PIR.

2.3. MANAGES CORROSION CONTROL PROGRAM. Develops program to fit local need.

2.4. REVIEWS EXCAVATION PERMIT. Reviews excavation request and reviews appropriate drawing.

2.5. VALIDATES REQUIREMENT FOR LOCAL WORK CARD. Researches technical publication to ensure necessity and accuracy.

2.6. ADMINISTERS MAINTENANCE TRAINING PROGRAM:

2.6.1. IDENTIFIES MAINTENANCE TRAINING REQUIREMENT. Receives and reviews input/requests and validates and consolidates request/requirement.

2.6.2. ARRANGES FOR TRAINING. Identifies source, requests and schedules training, coordinates with appropriate agency, and performs necessary follow-up action.

2.6.3. EVALUATES MAINTENANCE TRAINING PROGRAM:

2.6.3.1. REVIEWS WORK CENTER TASK ASSIGNMENT (WTA). Reviews WTA to ensure the currency of STS and JQS tasks for each work center.

2.6.3.2. REVIEWS CERTIFICATION OF TASK. Monitors the task coverage of the work center equipment to identify insufficient training problems and reviews work center supervisor's milestones used to achieve complete task coverage on all work center equipment.

2.6.3.3. OBTAINS GUIDANCE, MATERIAL, AND INFORMATION. Obtains guidance from the unit On-the-Job Training (OJT) manager on the resolutions of training problem; ensures availability and use of required training material, submits training requirement, and ensures class quota.

2.6.3.4. REVIEWS AND SCHEDULES RECURRING TRAINING PROGRAM. Reviews the training program for the availability of a source of training for any task that is not included in the STS, JQS, or a local JQS.

2.6.3.5. MONITORS THE UTILIZATION OF AIR FORCE ENGINEERING AND TECHNICAL SERVICES (AFETS)/CONTRACTOR FURNISHED SERVICES (CFS) PERSONNEL. Monitors the utilization of permanently assigned AFETs/CFS personnel to ensure work center personnel training requirements are met.

2.7. MANAGES TECHNICAL PUBLICATION:

2.7.1. MANAGES TECHNICAL ORDER DISTRIBUTION OFFICE (TODO):

2.7.1.1. PROCESSES TECHNICAL ORDER (T.O.) REQUEST:

2.7.1.1.1. PROCESSES REQUEST FOR GOVERNMENT T.O.:

2.7.1.1.1.1. RECEIVES REQUEST, REVIEWS T.O. REQUIREMENT FOR MINIMUM NEED, AND VALIDATES REQUIREMENT.

2.7.1.1.1.2. CONSOLIDATES T.O. REQUEST REQUIREMENTS.

2.7.1.1.1.3. INITIATES REQUISITION REQUEST DOCUMENTATION.

2.7.1.1.2. PROCESSES REQUEST FOR COMMERCIAL PUBLICATION:

2.7.1.1.2.1. RECEIVES REQUEST, REVIEWS T.O. REQUIREMENT FOR MINIMUM NEED, AND VALIDATES REQUIREMENT.

2.7.1.1.2.2. CONSOLIDATES T.O. REQUEST REQUIREMENTS.

2.7.1.1.2.3. INITIATES REQUISITION REQUEST DOCUMENTATION.

2.7.1.1.3. PROCESSES TIME COMPLIANCE TECHNICAL ORDER (TCTO). Receives and reviews TCTO for applicability and distributes to Plans and Scheduling.

2.7.2. MAINTAINS T.O. DOCUMENTATION:

2.7.2.1. RECEIVES T.O. OR COMMERCIAL PUBLICATION, POSTS RECORD CARD, AND DISTRIBUTES T.O. OR COMMERCIAL PUBLICATION.

2.7.2.2. POSTS AND DISTRIBUTES TCTO.

2.7.2.3. POSTS/FILES T.O. OR CHANGE TO T.O. LIBRARY.

2.7.2.4. PERFORMS ANNUAL "A" PAGE CHECK FOR T.O.

2.7.2.5. PERFORMS NUMERICAL INDEX REQUIREMENT TABLE (NIRT) REVIEW:

2.7.2.5.1. PERFORMS NIRT REVIEW:

2.7.2.5.1.1. PERFORMS ANNUAL NIRT REVIEW.

2.7.2.5.1.2. PERFORMS ROUTINE NIRT REVIEW.

2.8. MAINTAINS COMMERCIAL MANUAL LISTING.

2.9. PROCESSES OTHER NONTECHNICAL IMPROVEMENT TO TECHNICAL PUBLICATION. Initiates, coordinates, and follows up on other correspondence for item not subject to documentation.

2.10. PROCESSES AFTO FORM 22, TECHNICAL ORDER IMPROVEMENT SUGGESTION. Reviews AFTO Form 22, reviews GO22 Report for correct format and content, validates requirement, annotates log, and follows up.

2.11. PROCESSES LOCAL WORK CARD:

2.11.1. ASSISTS WORK CENTER IN PREPARATION OF LOCAL WORK CARD AND ASSIGNS NUMBER.

2.11.2. COORDINATES LOCAL WORK CARD.

2.11.3. FORWARDS LOCAL WORK CARD THROUGH DIVISION TO HEADQUARTERS.

2.11.4. UPDATES INDEX.

2.11.5. PROCESSES CHANGE.

2.11.6. PERFORMS PERIODIC WORK CARD REVIEW.

2.12. MONITORS PROGRAMMING AND PROJECT ACTION:

2.12.1. PROCESSES PROGRAMMING PACKAGE. Reviews programming package, coordinates package with appropriate agency, and establishes programming package folder, receives and consolidates inputs, and coordinates acceptable document.

2.12.2. PROCESSES PROJECT PACKAGE. Reviews project package, coordinates project package to applicable agency, establishes project package folder, receives and consolidates input, and coordinates acceptable document.

2.12.3. REQUESTS AND BRIEFS PROJECT MONITOR. Requests monitor and briefs monitor on responsibility.

2.12.4. PARTICIPATES IN SITE SURVEY. Attends survey meeting, reviews Communications Computers System Installation Record, identifies discrepancy, and participates in site survey.

2.12.5. IDENTIFIES AND MONITORS AVAILABILITY OF RESOURCE. Reviews requirement, initiates/changes support agreement, verifies new T.O. requirement, reviews Logistics Support Plan, and monitors the availability of resource.

2.12.6. COORDINATES INSPECTION REQUIREMENT. Coordinates quality control inspection requirement with the appropriate agency.

2.12.7. IDENTIFIES AND DISPOSES OF EXCESS RESOURCE. Reviews project, identifies excess resource, coordinates with appropriate agency, disposes of excess resource, and performs follow-up action.

2.12.8. PROVIDES ADVICE ON LOGISTICS SUPPORT. Briefs/advises maintenance superintendent and other agency or unit on the status of a program or project.

2.12.9. PREPARES LOGISTICS SUPPORT STATUS REPORT. Consolidates inputs, drafts, prepares, and submits report to appropriate agency.

2.13. MONITORS THE SUPPORT AGREEMENT PROGRAM:

2.13.1. REVALIDATES MAINTENANCE REQUIREMENT. Reviews, staffs, consolidates, and finalizes maintenance input.

2.13.2. VALIDATES NEW MAINTENANCE REQUIREMENT. Reviews, staffs, consolidates, and finalizes maintenance input.

2.13.3. PROVIDES ASSISTANCE. Provides assistance, interprets agreement, and responds to questions.

2.14. DEVELOPS AND MONITORS BUDGET:

2.14.1. DEVELOPS INPUT. Develops input, consolidates inputs, outlines impact on programmed equipment plan, tasking, etc., and submits budget estimate.

2.14.2. MONITORS EXPENDITURE. Monitors budget expenditure of the maintenance work centers.

2.14.3. PERFORMS QUARTERLY ADJUSTMENT. Performs quarterly adjustments, identifies shortfall, identifies possible expenditure, and requests additional funds.

2.14.4. MONITORS 3080 FUND.

2.14.5. REQUESTS TRANSFER OF FUNDS.

2.14.6. BRIEFS MAINTENANCE STAFF ON BUDGET.

2.15. SERVES AS CONTRACT FOCAL POINT FOR GROUND COMMUNICATIONS ELECTRONIC EQUIPMENT MAINTENANCE ACTIVITIES:

2.15.1. REVIEWS CONTRACT DOCUMENT. Ensures proposed contracts are reviewed by appropriate maintenance staff agencies and work centers.

2.15.2. MAINTAINS CONTRACT LIST. Ensures Maintenance Control is provided a list of maintenance contracts.

2.15.3. MAINTAINS CONTRACT CORRESPONDENCE. Maintains correspondence relating to the maintenance complex review of contracts and contractor support.

2.15.4. ASSISTS IN DEVELOPING THE STATEMENT OF WORK/PERFORMANCE WORK STATEMENT (SOW/PWS). Participates in development of SOW/PWS to ensure compliance with applicable directives.

2.15.5. PROVIDES ASSISTANCE. Provides assistance to other work centers in matters relating to contracts.

2.16. PROVIDES WRITTEN GUIDANCE. Provides written guidance, develops local guidance, and provides assistance in matters concerning Logistics Support.

2.17. PERFORMS TRAVEL. Performs travel in conjunction with performance of duties on and off base.

INDIRECT:**I1.1. ADMINISTERS PERSONNEL:**

I1.1.1. HIRES EMPLOYEE. Develops position description, develops job analysis work sheet, submits request for hire, reviews personnel data, interviews applicant, and finalizes selection.

I1.1.2. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

I1.1.3. RATES PERFORMANCE:

I1.1.3.1. DRAFTS AND COMPLETES PERFORMANCE REPORT. Drafts and finalizes NGB Form 26, ANG Military Personnel Performance Rating.

I1.1.3.2. ENDORSES PERFORMANCE REPORT. Reviews completed NGB Form 26 and endorses.

I1.1.3.3. PREPARES/MAINTAINS MILITARY ACTIVE GUARD RESERVE (AGR) RECORD. Annually prepares/maintains AGR personnel record folder as per state regulation.

I1.1.3.4. REVIEWS MILITARY AGR RECORD. Annually reviews AGR personnel record folder as per state regulation.

I1.1.4. PREPARES MILITARY/STATE AWARD OR DECORATION NOMINATION. Reviews and returns award or decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

I1.1.5. SUBMITS MANAGEMENT IMPROVEMENT RECOMMENDATION:

I1.1.5.1. SUBMITS IMPROVEMENT PACKAGE. Researches information, prepares, and evaluates suggestion.

I1.1.5.2. PROCESSES SUGGESTION RECEIVED FOR EVALUATION. Evaluates suggestion and prepares recommendation.

I1.2. SUPERVISES PERSONNEL:

I1.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

I1.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:

I1.2.2.1. DEVELOPS REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT. Researches applicable document, develops draft, coordinates draft, and proofreads the final copy.

I1.2.2.2. DEVELOPS BULLETIN, POLICY LETTER, OR PROCEDURE. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

I1.2.2.3. DEVELOPS PLAN, PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

I1.2.2.4. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

I1.2.2.5. DEVELOPS SELF-INSPECTION CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

I1.2.3. DIRECTS WORK CENTER ACTIVITY:

I1.2.3.1. INSPECTS WORK IN PROGRESS. Inspects and reviews subordinate's work, and travels to and from subordinate's work area.

I1.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit agency on work center or personnel status, makes associated telephone call, and performs travel.

I1.2.3.3. KEEPS WORK CENTER PERSONNEL INFORMED. Informs work center personnel on change affecting individual and work center activity.

I1.2.3.4. PREPARES ROUTINE CORRESPONDENCE. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

I1.2.4. COUNSELS PERSONNEL. Counsels subordinate personnel on performance and progress in career development and improvement. Counsels and assists individuals with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

I1.3. REVIEWS INCOMING DISTRIBUTION. Reviews incoming correspondence for information and necessary action, and marks for routing.

I1.4. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing correspondence for completeness and accuracy and signs.

I1.5. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management action.

I1.6. DEVELOPS BUDGET ESTIMATE. Prepares budget input by researching, evaluating, coordinating, and drafting estimate, forwards estimate to unit resource advisor, and answers follow-on inquiry on estimate.

I1.6.1. DEVELOPS ANNUAL BUDGET ESTIMATE.

I1.6.2. DEVELOPS QUARTERLY BUDGET UPDATE ESTIMATE.

I1.7. INSPECTS FACILITY:

I1.7.1. VALIDATES HAZARD ABATEMENT LOG. Validates hazard abatement log and forwards to safety office.

I1.7.2. PREPARES USAF HAZARD REPORT. Prepares USAF Hazard Report and forwards to safety office, reviews response from safety office, appeals response, and reviews answer to appeal.

I1.7.3. INSPECTS FACILITY. Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention; prepares report; and forwards to proper agency.

I1.8. ASSISTS IN MISHAP OR INCIDENT INVESTIGATION. Notifies emergency response agency, informs safety office, and assists in investigation.

I2. ADMINISTRATION:

I2.1. TYPES COMMUNICATION. Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final releases to originator, and files copy.

I2.1.1. TYPES LETTER OR FORM.

I2.1.2. TYPES MESSAGE.

I2.1.3. TYPES REPORT.

I2.1.4. TYPES EVALUATION. Reviews draft, types draft, and types final evaluation.

I2.1.5. TYPES NGB FORM 26.

I2.1.6. TYPES AWARD OR DECORATION.

I2.1.7. TYPES PLAN, SCHEDULE, OR ROSTER.

I2.1.8. TYPES STATISTICAL DATA.

I2.2. PROCESSES UNCLASSIFIED DISTRIBUTION:

I2.2.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.

I2.2.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.

I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

I2.3.1. ESTABLISHES NEW FILE. Researches regulation, amends file plan, prepares files control label, and prepares new file folder.

I2.3.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

I2.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

I2.3.4. MAINTAINS SUSPENSE FILE. Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

I2.3.5. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

I2.3.6. DISPOSES OF DOCUMENTATION. Disposes of material within the work center and disposes of material outside the work area.

I2.3.7. MAINTAINS LOG OR REGISTER. Obtains book or form, makes entry, and puts book or form away.

I2.3.8. MAINTAINS SECURITY FILE. Maintains file, removes material, and destroys material.

I2.3.9. MAINTAINS PERSONNEL LOCATOR FILE. Prepares card or record, posts change, and disposes of card or record.

I2.4. MAINTAINS CLASSIFIED MATERIAL:

I2.4.1. CONTROLS MATERIAL. Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.

I2.4.2. INVENTORIES MATERIAL. Verifies accountability of top secret material and prepares inventory report.

I2.4.3. SAFEGUARDS MATERIAL. Checks safe, annotates form, checks room or area, and changes safe combination.

I2.4.4. DESTROYS MATERIAL. Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.

I2.5. MAINTAINS CENTRALIZED UNCLASSIFIED PUBLICATION FILE:

I2.5.1. ORDERS ADMINISTRATIVE PUBLICATION. Prepares requisition form, obtains authorizing signature, forwards form, and files form.

I2.5.2. MAINTAINS INDEX. Posts new index, posts new publication change to index, and returns index to library.

I2.5.3. MAINTAINS PUBLICATION. Removes binder from library, posts change, and returns publication binder to library.

I2.5.4. DETERMINES REQUIREMENT FOR PUBLICATION. Determines need for publication, marks index, and disposes of obsolete or nonrequired publication.

I2.6. OPERATES COPYING MACHINE. Travels to copying machine, makes copy, annotates log, collates copy, and returns to work area.

I2.7. MAINTAINS CONSOLIDATED STOCK OF BLANK FORMS. Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.

I2.8. MAINTAINS BULLETIN BOARD. Carries information to bulletin board, posts new information, removes obsolete information, and returns to work area.

I2.9. MAINTAINS TIME AND ATTENDANCE CARD. Annotates card, completes card, reviews card for accuracy, obtains required signature, and forwards card to civilian pay.

I2.10. PROVIDES STENOGRAPHIC SERVICE:

I2.10.1. TAKES DICTATION. Answers request, assembles material, travels to place of dictation, takes dictation, and returns to work area.

I2.10.2. TAKES MINUTES. Answers request, assembles material, travels to meeting, takes minutes, and returns to work area.

I2.10.3. TRANSCRIBES MATERIAL. Assembles material, types material, reviews typed material, forwards to supervisor, and finalizes appointment.

I2.11. MAINTAINS APPOINTMENT RECORD. Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

I2.12. ACKNOWLEDGES VISITOR. Greet visitor, answers query, and refers visitor to appropriate person or location.

I2.13. PROCESSES AUTOMATIC DATA PROCESSING CARD. Receives input data, punches card, verifies punched information, corrects error, and releases card to originator.

I2.14. MAINTAINS COMPUTER SYSTEM. Installs software and hardware, modifies software, adds and removes users, tests new software and hardware, troubleshoots problems, deletes outdated files, and backs-up system.

I3. MEETING:

I3.1. PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, practices presentation, and travels to meeting place.

I3.2. CONDUCTS OR ATTENDS MEETING. Conducts or attends meeting and returns to work area.

I4. TRAINING:

I4.1. ADMINISTERS TRAINING:

I4.1.1. EVALUATES INDIVIDUAL TRAINING REQUIREMENT. Compares member's qualification with work center duty requirement, compares technical school graduation requirement with classification manual, prepares and submits training quality report (TQR), designates trainer, and prepares new training record.

I4.1.2. DEVELOPS TRAINING PLAN. Determines training requirement, develops job qualification standard continuation sheet, develops training chart or equivalent, and develops or revises training schedule.

I4.1.3. CONTROLS CAREER DEVELOPMENT COURSE (CDC) PACKAGE. Controls CDC material, prepares and submits training quality report (TQR), reviews volume review exercise results with trainee, and reviews CDC material with trainee.

I4.1.4. COUNSELS TRAINEE. Conducts initial training interview, counsels trainee on training progress, and documents counseling on training record.

I4.2. MAINTAINS TRAINING RECORD. Reviews and updates training record to ensure currency of required documentation and forms.

I4.3. DEVELOPS TRAINING MATERIAL. Researches required information, updates existing training material, drafts new training material, develops training aid, and revises training aid.

I4.4. CONDUCTS TRAINING. Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

I4.5. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I4.6. READS PUBLICATION. Reads technical and standard publication to maintain job proficiency.

I5. SUPPLY:

I5.1. PROCESSES EQUIPMENT REQUEST. Determines need and authorization for equipment, researches stock number or nomenclature, prepares justification, submits request, takes follow-up action, and receives or turns in equipment.

I5.2. CONDUCTS INVENTORY. Inventories equipment on hand and ensures accuracy of records.

I5.3. MAINTAINS CUSTODIAN DOCUMENT. Receives listing from supply, posts change to record, and resolves inconsistency.

I5.4. OBTAINS EXPENDABLE SUPPLIES. Determines need, researches stock number, picks up expendable supplies from supply custodian, and distributes supplies.

I6. EQUIPMENT MAINTENANCE:

I6.1. MAINTAINS OFFICE EQUIPMENT. Cleans equipment; dusts equipment; changes ribbon, belt, or tape; and makes minor adjustment.

I6.2. MAINTAINS SHOP EQUIPMENT:

I6.2.1. MAINTAINS MACHINERY. Performs periodic inspection, performs preuser inspection, and maintains list of equipment.

I6.2.2. MAINTAINS TEST EQUIPMENT. Establishes and maintains list of equipment requiring Precision Measurement Equipment Laboratory (PMEL) calibration or testing, turns in and picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code equipment, performs preuser inspection, and performs periodic inspection.

I6.2.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK). Orders new or replacement tool, inspects CTK, conducts periodic inventory, and reports missing tool.

I6.2.4. MAINTAINS INDIVIDUAL TOOL KIT. Reports to supply for initial or subsequent issue, replaces broken or lost tool, and conducts periodic inventory.

I6.3. MAINTAINS ASSIGNED VEHICLE. Performs operator inspection, washes vehicles, and refuels vehicle.

I7. CLEANUP:

I7.1. PREPARES WORK AREA. Places working tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.

I7.2. PUTS WORK AWAY. Stores working tools or equipment in proper location at the end of the duty period and arranges area to conform with sanitary, safety, or security requirement.

I7.3. CLEANS WORK AREA. Dusts, sweeps, mops, waxes, buffs, and performs other associated janitorial tasks.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
Maintenance Control/FAC 2620TC			Constant Manpower							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Communications	304XX	AGR	1							
TOTAL			1							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										